



STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS
Office of Public Health / Bureau of EMS



Title:

BUREAU OF EMERGENCY MEDICAL SERVICES

Section:

POLICY, PROCEDURE AND INSTRUCTION

Subject:

INSTRUCTOR CREDENTIAL

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POLICY:

The Bureau of EMS is responsible for the credentialing of EMS Instructors in the state of Louisiana. No individual may refer to themselves as a 'Bureau of EMS Instructor' unless they are approved and properly credentialed by the Bureau of EMS. The Bureau of EMS recognizes that more than one path exists to becoming an EMS Educator and has created a transparent process incorporating both the educational degree path and the experiential learning path.

CLASSIFICATION OF EMS INSTRUCTORS:

Instructor Type	Credentialed By	Notes
Primary Instructor	Bureau of EMS	See the requirements detailed in this policy. <i>Primary Instructors are required to deliver at least 80% of the total didactic course material.</i>
Assistant Instructor	Program Director	Supplemental instructors may deliver up to 20% of a total course content, under the supervision of a Primary Instructor.
Special Topic Instructor	Program Director	
Subject Matter Expert	Program Director	
Skills Instructor	Program Director	Must have sufficient knowledge, skills, and education to function in the role.
Clinical Instructor	Program Director	

TRANSITION PROCEDURE: INSTRUCTOR TO “EMS PRIMARY INSTRUCTOR”

Currently certified Bureau of EMS Instructors will have until March 31, 2016 to transition to an “EMS Primary Instructor”.

	Required
Option A	Demonstrate compliance with the New EMS Primary Instructor requirements and submit an application to the Bureau of EMS.
Option B	Successfully pass the National Registry of EMTs cognitive (instructor) examination at the level of endorsement requested.
Option C	Appeal to the Bureau of EMS for a waiver of the requirements. Waivers must clearly demonstrate an exceptional circumstance and include supporting documentation from the institutional Program Director, and the program's Medical Director.



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NEW CREDENTIAL PROCEDURE: “EMS PRIMARY INSTRUCTOR”

	Required	Recommended
Experience	4 years of verifiable experience (NREMT certification and/or State Licensure) at the requested teaching level.	6 years of verifiable experience (NREMT certification and/or State Licensure) at the requested teaching level.
Internship	Co-teach one course at the instructor level requested.	Mentor program.
Education EMR Instructor EMT Instructor	Associate’s degree from an accredited institution. (Five years of experience can be substituted for an Associate’s degree).	Bachelor’s degree from an accredited institution.
Advanced EMT Instructor Paramedic Instructor	Bachelor’s degree from an accredited institution. (Seven years of experience can be substituted for a Bachelor’s degree).	Master’s degree from an accredited institution.
Instructor Exam Cognitive	Pass the instructor assessment exam administered by the NREMT at the level the requested teaching level.	
Instructor Exam Skills	Pass the skills exam at the requested teaching level.	
Adult Education	Complete the NAEMSE EMS Instructor (Level I) course <i>or equivalent</i> , or demonstrate proficiency by portfolio evaluation. (Waived if instructor has a Master’s degree or higher, a Bachelor’s degree in Education.)	
State Specific Policy & Procedures	Participant in a Bureau of EMS Instructor Update	
Affiliation	All Primary Instructors must be affiliated with a Bureau of EMS approved EMS Program.	
Credential Period	The “EMS Primary Instructor” credential will be valid for up to two years, concurrent with the EMS License cycle.	
Endorsement Level	EMS Primary Instructors will be endorsed to teach up to a specific level. An increase in EMS Licensure level does not concurrently increase endorsement to teach level.	

RENEWAL PROCEDURE: “EMS PRIMARY INSTRUCTOR”

	Required
Active Status Verification	EMS Primary Instructors must be affiliated with a Bureau of EMS registered EMS Program. The Program Director must provide verification attesting the instructor is “in good standing” with the program and is actively teaching.
Bureau of EMS Updates	EMS Primary Instructors are required to attend all <i>mandatory</i> instructor workshops or updates. (Mandatory instructor workshops will be published in advance and offered on at least three separate dates and locations.)
State License	Maintain a current Louisiana EMS Practitioner license at, or above, the level of instruction.